

Position Opening

The Northern Michigan Law Enforcement Training Group (NMLETG), an Urban Cooperative entity, located at Camp Grayling, is seeking a qualified person to serve as a Training Coordinator of the organization's services and programs. Individuals interested in this position should electronically send a resume along with a cover letter summarizing your education and work experience to Gary McConnell at: nmletg@yahoo.com no later than **July 15, 2013**. Questions may be sent to the same address. Not all interested individuals will be contacted for an interview.

Contact: Gary McConnell
Email: nmletg@yahoo.com

Position Description/Responsibilities/Expectations:

This position will serve as a contract employee in support of the activities and responsibilities of the Northern Michigan Law Enforcement Training Group (NMLETG). The NMLETG is an organization established under the Urban Cooperation Act, State of Michigan to provide the use of ranges, training areas, buildings and facilities of Camp Grayling, Michigan for law enforcement training. This position will be responsible for the oversight of the day to day administrative, training and logistical operations involved in carrying out the missions of the NMLETG.

This is a contracted position that will be filled on a part-time basis. The pay scale will be commensurate with the qualifications and experience of the selected individual. The individual selected to fill the position will be an "at will employee" serving at the pleasure of the NMLETG Board.

REQUIEMENTS: Computer literate with basic knowledge of Microsoft Office applications. Proficiency with Quick Books. Communication skills through personnel contact, telephone and email.

DUTIES: Schedule facilities with Range Control/Logistics; provide meal count to caterer/coordinate meals, order supplies, and key accountability. Check & review schedule of military and LE, prepare rosters for front gate, file range officers certification letters, prepare for monthly board meeting, prepare correspondence/mail pick up. Coordinate department visits and tours, conduct range/training area checks, building draws and turn in, building inspections, housekeeping/re-supply buildings, range briefs, visit training areas, respond to complaints, act as a liaison to the military, and provide public information. Other duties as assigned.